

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Electoral Registration Assistant
Reference: GVJB 23-02
Location: Mitchell Burnett House, Colleonard Road, Banff
Date Specification Completed: 1/3/2016
Prepared By: GMO

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance.	DESIRABLE The attributes of the ideal candidate.
Experience		Previous office experience. Experience in visiting addresses and dealing with the public.
Qualifications *	5 standard grade passes at level 3 or above (or equivalent).	
Skills/Abilities	Ability to travel efficiently and effectively between various work locations within Grampian to meet the operational requirements of the service. Due to the rural nature of Grampian this is normally undertaken by use of a car. Ability to work on own initiative and flexibly as part of a team.	Ability to use Microsoft Word, Excel and Outlook Understanding of the work of the Electoral Registration Officer
Inter-personal & social skills	Ability to relate effectively to people at all levels. Approachable and helpful manner.	
Other qualities	Energetic, motivated and enthusiastic. Commitment and dedication to the demands of the post. Appreciation, acceptance and commitment to the importance of confidentiality.	

* Candidates will be required to show these documents at interview if invited to attend.